



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road  
Duncannon, PA 17020-1100  
Office 717-834-5281  
Fax 717-834-6854  
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Clifford Lindgren

Karen Potteiger

Forrest Woodward

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**Minutes of 8/26/25**

The Penn Township Board of Supervisors (PTS) met on Tuesday, August 26, 2025 at 7:00p.m. in the Municipal Building for their regularly scheduled meeting. Chairman Clifford Lindgren, Vice-Chairman Karen Potteiger, and Supervisor Forrest Woodward attended. Other personnel present were Bruce Crelin (hereinafter referred to as Solicitor), Secretary Jennifer Blouch (hereinafter referred to as Secretary), and Ann Delancey (hereinafter referred to as Treasurer). A list of visitors attending is on file in the Township Office. Chairman Lindgren convened the meeting with the Pledge of Allegiance to the Flag and a moment of silence. The meeting was recorded to aid in the preparation of the minutes. The recording will be destroyed once the minutes are approved.

**Executive Session Announcement:** Mr. Lindgren announced that there was an executive session on August 21, 2025 for personnel, and on August 25, 2025 for legal purposes and personnel.

**Visitors**

Harry Hamilton asked if the utility companies are supposed to be taking care of the trees on their lines. Mrs. Potteiger commented that our solicitor has sent a letter to Brightspeed informing them that they have 60 days to trim around their lines. If they don't comply, the township will make the necessary arrangements for the safety of our residents.

**Solicitor's Report:** Report submitted.

**Consent Agenda:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the minutes of July 29, 2025, the treasurer's report, and the invoices and expenditures, subject to audit.

**Highway**

**Line Painting:** Mr. Woodward suggested that we contract the line painting in order to get everything done before winter. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the secretary get quotes for line painting on Schoolhouse Road, Sawmill Road, Middle Linton, Butchershop, and Cove Road.

**Dirt and Gravel:** Jen will get some information on dirt and gravel certification for George.



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**Fire Committee:** The board is waiting on quotes from the solicitor to have an updated fire study done.

**EMS:** The board discussed the need for bi-directional amplifiers in new commercial builds. The secretary informed the board that the UCC already requires BDAs in new commercial builds. We will research whether or not the solicitor can write a letter to the school and nursing homes in the areas asking them to install BDAs. Kraig Nace commented that it would be helpful to notify affected businesses and the school that they may not have sufficient coverage in their building, however BDAs would not help them out in the parking lots of those businesses.

Kraig Nace submitted a report and event flyers.

**Emergency Management:**

**Nims Training:** Secretary reminded the Supervisors to complete the online NIMS Training.

**Emergency Supplies:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the secretary order up to \$500 of water for emergencies.

**Park & Rec:** Report Submitted. The board handed out event flyers at National Night Out. John Sproch and Karen Tilkens spent time cleaning at the community garden. Watercolor Class Oct 8th. Craft Fair Nov. 8th. Kid's Holiday Party Dec. 13th. Helen Klinepeter has submitted a request to join the Park and Rec Board. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter to the Park and Recreation Board.

**Planning Commission:**

At the August 18th meeting, the Planning Commission voted by majority to recommend the Board be present at the Zoning Hearing on September 11th for Sheetz, if they foresee any issues. The Secretary reported that the Planning Commission had a public meeting for feedback on the SALDO and the Display Fireworks Ordinance. There was no feedback. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the secretary advertise for a public hearing of the SALDO and Display Fireworks.

Issues have been brought up about residential noise problems. The secretary reached out to some other communities and did not find any helpful information on enforcing private nuisances.



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**Engineer:** Report Submitted.

**Municipal Authority:** Upon a Lindgren/Woodward motion, the Penn Township Supervisors voted unanimously to accept the resignation of Paul Soltis from the Municipal Authority. John Keller asked everyone to spread the word that the Municipal Authority needs board members. Mr. Keller reported that they have had multiple waterline breaks in Sunshine Hills, and that residents have to run their water for a long time to get it clear. The Municipal Authority will give a discount to those residents who had to use excessive water because of the breaks. Mr. Lindgren asked why there have been so many breaks. Mr. Keller answered that the current system is not mapped well.

**Zoning Officer:** No report submitted.

**Sewage Enforcement:** Report Submitted.

**Codes Enforcement:** Report Submitted. Mr. Woodward commented that he feels we need to install trail cameras to better enforce illegal dumping in the Cove area on gamelands. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the secretary get quotes on trail cameras.

**Secretary's Report:**

**Personnel Manual:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the solicitor review and revise the personnel manual.

**Tax Collector:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the treasurer record the current and delinquent taxes.

**Budget Meeting:** Meeting will be October 21st 6:30pm.

**Workshop:** There will not be an October Workshop.

**Insurance:** Secretary reported that Robin from JW Moore recommended that we stay with our current medical and dental insurance. The Supervisors would like to talk with her more.

**Vision:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to cover the vision coverage for employees 100% until the personnel manual is changed.



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**Fall Cleanup:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to award the contract for 2025 Fall Cleanup to Sylvester's Services.

**HV Mechanical:** The treasurer reported that the original invoice from HV Mechanical needed to be adjusted due to the unit in the large room needing more work than anticipated. HV Mechanical will take out \$100 from the invoice for travel. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the new quote from HV Mechanical with the \$100 discount.

**Secretary's Wage:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to table the request.

**Correspondence:**

The secretary presented correspondence from Perry County Conservation and Perry County Assessment Office.

**Old Business:**

**Perry County Hazard Mitigation Plan:** Upon a Lindgren/Potteiger motion, the Penn Township Supervisors voted unanimously to accept the Perry County Hazard Mitigation Plan with Resolution 2025-08.

**Stormwater Basins:** Waiting to hear from Solicitor on progress of letters.

**New Business:** None.

**Additions to the Agenda:** None.

**Adjournment:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:07pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary